



Minnesota Department of **Human Services**

DATE: September 30, 2016

TO: County Human Services Agencies
Attention: Fiscal Supervisors and other interested staff

FROM: Chris Ricker
Health & Human Service Finance Manager
Financial Operations Division

SUBJECT: Third Quarter 2016 Fiscal Memo

As we transition from summer to fall, we find ourselves busy as ever in Financial Operations. Below are 11 topics and 4 attachments for your review regarding human service fiscal and reporting issues.

1. Invoicing for DHS Central Office Expenses related to TCM, Rule 5 and LCTS

Invoices were sent out on September 20th for state fiscal year (SFY) 2016 agency share of the central office expenses related to each of the respective funding streams.

When your agency pays the invoice (not the date of the invoice or when you receive it) – you must report the amount paid as a **reduction of revenue** on the SEAGR Report. Do not claim the amount paid as an expenditure under any BRASS code on SEAGR.

Invoice for CW-TCM – Reduce your revenue reported in **F05** on SEAGR by the amount paid to DHS for central office expenditures related to CW-TCM.

Invoice for CMH-TCM – reduce your revenue reported in **F64** on SEAGR by the amount paid to DHS for central office expenditures related to CMH-TCM.

Invoice for AMH-TCM – reduce your revenue reported in **F31** on SEAGR by the amount paid to DHS for central office expenditures related to AMH-TCM.

Invoice for VA/DD-TCM – reduce your revenue reported in **F42** on SEAGR by the amount paid to DHS for central office expenditures related to VA/DD-TCM.

Invoice for Rule 5 – reduce your revenue reported in **F66** on SEAGR by the amount paid to DHS for central office expenditures related to Rule 5.

Invoice for LCTS – reduce your revenue reported in **F07** on SEAGR by the amount paid to DHS for central office expenditures related to LCTS. Please see the attached PDF titled **SFY16 LCTS Percentages** for your agencies % split between MA and IV-E.

If you have questions related to SEAGR reporting of the invoices please contact Julie Spurgeon at (651) 431- 3782 or julie.spurgeon@state.mn.us

2. County Share of Parental Fee Collections

The Parental Fee Unit at DHS is currently in the process of calculating refunds due to counties. The refunds represent the county share of parental fee collections and are a reimbursement of county social service fund expenditures incurred on behalf of children on MA where DHS is assessing a parental fee. The refunds will consist of two payments. One represents the state share of collections, and the other represents the federal share. Detailed reports identifying the impacted children within each agency will be mailed to county fiscal supervisors by October 7, 2016 and refunds should be received by October 31, 2016.

The invoice field code for the payments will be 00.PARENTFEECOLLE. Because the invoice field code begins with 00, it is up to your agency to decide if this payment should go directly to the general fund (so not to be reported on the quarterly social service fund or SEAGR report) or if you are going to receipt it into your social service fund (to be reported on the quarterly social service fund and SEAGR report).

If you have any questions related to the payments or parental fee reports, please contact Joe Jarosz, Parental Fee Unit Supervisor at (651) 431-3802 or joe.jarosz@state.mn.us. Any questions on the social service fund or SEAGR report should be directed to Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

3. Periodic Data Match Allocation (PDM)

In the March and June Fiscal Memo's, we announced the 2015 Legislature had appropriated funds for grants to counties to cover or offset the non-federal share of county costs related to PDM activities for Medical Assistance and Minnesota Care recipients under Minnesota Statutes, section 256B.0561.

Payments to agencies were dated September 7, 2016 with the invoice field code (partial) of 60.PERIODATAMATCH. Since the payments were made, we have received a few questions regarding their use.

For DHS reporting purposes, these dollars are Income Maintenance so there is no BRASS code or SEAGR revenue code. For federal cost reporting purposes, do not net these dollars off your Income Maintenance expenditures reported on the DHS-2550. The PDM appropriations are state dollars—

not federal. Counties are allowed to earn federal financial participation (FFP) on these funds because DHS is not reporting them as expenditures to the federal government or earning FFP.

Again, these funds can only be used to cover PDM related activities and their associated costs. Beyond that, there are no further restrictions or limitations. Although we will not be amending any DHS cost reports or time studies related to PDM specifically, we do recommend counties track their PDM related spending internally.

Please note that we are currently reissuing the 2550 Bulletin as it is nearing expiration and have added this information to the Bulletin that is forthcoming.

For questions regarding the periodic data match effort, please contact Karen Gibson, Health Care and Eligibility Access Division at (651) 431-2297 or karen.gibson@state.mn.us. For fiscal reporting questions related to the 2550, please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us

4. Child Support Financial Training

The latest installment of FOD county trainings, Child Support Financial Training, was held this week on Wednesday, September 27th. If you were not able to participate, you may view the PowerPoint presentation and live recording on CountyLink in the FOD Training section.

Training materials:

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-290378

Recorded training:

<http://stream5.video.state.mn.us:8080/strobe/DHS-childsupportfinancialtraining092716.html>

If you have any questions or need additional follow-up, please feel free to contact Matt Hanson at (651) 431-3747 or Matthew.Hanson@state.mn.us.

We only had a couple questions regarding access to DHS-SIR and the CPAT. Please see the attached PDF titled **User Instructions for CPAT Web Reports** for instructions on accessing DHS-SIR and CPAT. CPAT navigation instructions are also located on County Link and DHS-SIR.

To access DHS-SIR or CPAT, you must obtain security access through DHS System Security Access Management (SSAM). Your county security liaison can request access with an SSAM Security Form located on DHS-SIR under PRISM, Communications. If you don't have access to the security form e-mail SSAM@state.mn.us.

As a reminder, we (FOD) appreciate any feedback. Please contact me with any feedback on this training or suggestions for future trainings. I can be reached at (651) 431-3545 or chris.ricker@state.mn.us

5. Social Service Fund and Reporting for the MFIP Consolidated Fund

A recent e-mail from a state auditor brought to our (DHS) attention that there might be some counties who are not reporting their MFIP activities correctly on the Social Service Fund Report (DHS-2556). Please refer to the attached PDF document, **MFIP and the SS fund**, for clarification on correct reporting. Please note that this document is not addressing MFIP activities that can be reported on the Income Maintenance Quarterly Expense Report (DHS-2550) with prior approval from DHS.

6. 2017 Allocation Updates

The following allocations have been updated since the AMSSA summer conference and can be found on CountyLink under the Fiscal Reporting & Accounting tab.

MFIP Consolidated Fund - The performance numbers are now included.

Family Support Grant – Department staff have been shifting money from counties who have available balances to counties starting or expanding the program. This has been done in consultation with affected counties.

DD-SILS – The DD-SILS allocation has been updated to include spending through June 30, 2016 as required by law.

Parental Support Outreach Program (PSOP) – The allocation is now available and has been updated with small changes from the initial allocation.

The Mental Health MOE final result for CY 2015 and the progress reports for the first two quarters of 2016 are also available on CountyLink.

For questions on the above listed allocation updates, please contact the following:

MFIP Consolidated Fund, Jerry Medicott at (651) 431-3781 or gerald.medlicott@state.mn.us

Family Support Grant and DD-SILS, Phyllis Meath at (651) 431-3484 or phyllis.meath@state.mn.us

PSPO, Shannon Kubinski at (651) 431-3759 or shannon.kubinski@state.mn.us

Mental Health MOE, Craig Beske at (651) 431-3780 or craig.beske@state.mn.us

7. Northstar Fiscal Reconciliation Update

DHS has completed the initial fiscal reconciliation through Q4 2015. The fiscal reconciliations are now available through SSIS. DHS will no longer send out individual summaries by e-mail. Please see the attached PDF titled **Northstar Care Fiscal Reconciliation Access Instructions** for instructions on how to view your county's fiscal reconciliations.

The Q3 and Q4 2015 fiscal reconciliations took into consideration two new adjustments. The first adjustment is for expenses related to unlicensed homes to align historical costs with the current practice of excluding homes unlicensed for more than 6 months from the fiscal reconciliation. The second adjustment is for the phase-in costs for increases in foster care expenditures. These adjustments were discussed at the AMSSA summer conference in the Northstar presentation and additional details are available in those conference materials.

The department will be working on the final initial development pieces this fall. The Northstar fiscal workgroup, with representative from the state, counties and tribes, will be tackling the utilization adjustment which is required to complete the fiscal reconciliation starting with Q3 2016. Utilization adjustments will bring agencies recent activities into the calculation for determining agencies fiscal responsibility for Northstar Care costs. Also, we will be working on final historical adjustments this fall so we can begin the process of completing the final fiscal reconciliations. Phyllis Meath will now be coordinating the requests. Please send information on any outstanding or new requests to Phyllis.

If you have any questions on Northstar fiscal reconciliations, please contact Phyllis Meath at (651) 431-3484 or phyllis.meath@state.mn.us

8. SEAGR Revenue Reporting Issues

Julie would like to remind you about some SEAGR report revenue reporting items. If you report state shared revenue on line 10 (State Shared Revenue) on the Social Service Fund Report (DHS-2556), this same amount **must** be reported on the SEAGR Report, State Revenue tab, S55 – State Shared Revenue.

There have been a lot of SEAGR revenue reporting errors in the last couple of quarters. Closer attention should be paid to the invoice field codes included on the SWIFT EFT. Some program payments that you receive can be paid with either state or federal monies.

One example is the Parental Support Outreach Program (PSOP). Currently there are 3 different invoice field codes that can be used for PSOP payments: 71.PSOPCHLDTRFD09 which is federal money, F09; 71.PSOPCHLDTRST05 which is state money, S05; and 71.PSOPGREXPANS05 which is also state money, S05.

There are several revenue codes that have multiple program payments pointing to it. For example, revenue code F09 can get federal PSOP money as well as SSIS Operational payments. What you need to do is add these payments together and enter the total on the corresponding revenue line on your SEAGR report. In the revenue name field, enter as much as you can to describe the revenues you are accounting for (abbreviated) such as PSOP/SSIS.

One last reminder – Day Training and Habilitation should be recorded under revenue S41. The invoice field code for this payment is 75.DAYTRAINHABL41.

If you have any questions on these reminders, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

9. Financial Operations Division Bulletins Published Since Last Fiscal Memo

- Bulletin 16-32-09 (August 10, 2016) Title IV-E Foster Care Per Diem Rates for Children’s Residential Facilities and Child Placing Agencies. If you have any questions on this bulletin, please contact Rhonda Lord at (651) 431-3787 or rhonda.lord@state.mn.us

10. Personnel Changes

Bonnie Spray, Local Collaborative Time Study (LCTS) Program Accountant is leaving FOD. Bonnie’s last day is Tuesday, October 4th. Bonnie has accepted a part-time position with another state agency. Until a replacement is named, please contact DiAnn Robinson (651) 431-3739 or diann.robinson@state.mn.us with any LCTS questions.

11. Next quarterly memo publication date

The publication date of the next quarterly memo is scheduled for Friday December 16, 2016. This is a little earlier than usual due to the holidays and staff vacations. If you have any suggestions on quarterly memo topics, please contact Julie Spurgeon. Also, if you are receiving this memo and would no longer like to receive it, or know someone that you would like to receive it directly from DHS, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

Local Collaborative Time Study
State Fiscal Year 2016
MA & IV-E Percentage Split

	MA	IV-E
Aitkin	65%	35%
Anoka	71%	29%
Becker	51%	49%
Beltrami	64%	36%
Benton	69%	31%
Big Stone	60%	40%
Blue Earth	0%	100%
Brown	39%	61%
Carlton	58%	42%
Carver	41%	59%
Cass	79%	21%
Chippewa	46%	54%
Chisago	41%	59%
Clay	34%	66%
Clearwater	40%	60%
Crow Wing	64%	36%
Dakota	54%	46%
DVHHS	57%	43%
Dodge	0%	100%
Douglas	22%	78%
Faribault/Martin	45%	55%
Fillmore	39%	61%
Freeborn	49%	51%
Goodhue	48%	52%
Grant	75%	25%
Hennepin	60%	40%
Houston	31%	69%
Hubbard	60%	40%
Isanti	37%	63%
Itasca	79%	21%
Kanabec	39%	61%
Kittson	89%	11%
Koochiching	42%	58%
Lac Qui Parle	69%	31%
Lake	47%	53%
Lake of the Woods	66%	34%
LeSueur	38%	62%
Mahnomen	77%	23%

Local Collaborative Time Study

State Fiscal Year 2016

MA & IV-E Percentage Split

Marshall	80%	20%
McLeod	0%	0%
Mille Lacs	76%	24%
MN Prairie	51%	49%
Morrison	43%	57%
Mower	43%	57%
Nicollet	32%	68%
Norman	35%	65%
Olmsted	34%	66%
Otter Tail	42%	58%
Pennington	36%	64%
Pine	68%	32%
Polk	31%	69%
Pope	55%	45%
Ramsey	46%	54%
Red Lake	49%	51%
P.A.C.T 4 (McLeod)	36%	64%
Rice	40%	60%
Scott	31%	69%
Sherburne	45%	55%
Sibley	63%	37%
SWHHS	48%	52%
St. Louis	47%	53%
Stearns	53%	47%
Stevens	70%	30%
Todd	33%	67%
Traverse	35%	65%
Wabasha	48%	52%
Wadena	44%	56%
Waseca	26%	74%
Washington	0%	0%
Watonwan	52%	48%
Wilkin	43%	57%
Winona	61%	39%
Wright	36%	64%

Basic county navigation and printing instructions for CPAT Reports

MN Dept of Human Services
Child Support Division

Revised 09/28/2016

Accessing CPAT Reports

- Click on link from County Link, *[DHS Systems and IT Updates, PRISM resources, Publications]*
- Click on CPAT Reports from DHS SIR, *[PRISM, Documentation, Reports & Resources]* OR
- Enter the following url into your web browser:
- <https://creports.dhs.mn.gov/InfoViewApp/Logon.jsp>

County Security Liaisons

- Access to the CPAT reports will require submission of a DHS System Security Access Management (SSAM) Security Form (DHS-SIR, PRISM, Communications, Forms).

DHS System Security Access Management (SSAM) Security Form

SENDER INFORMATION:

County Security Officer:
Worker ID:
County:
Program: PRISM MAXIS MEC² MMIS

Your Message:

- If you need to contact DHS System Security Access Management (SSAM), you can reach them as follows:
Fax: 651-431-7546 
email: SSAM@state.mn.us

County Link



Minnesota Department of **Human Services**



[CountyLink Home Page](#) | [DHS Home Page](#) | [Bulletins](#) | [eDocs](#) | [A-Z Topics](#) |

[County Reports/Results](#) | [DHS Program Resources](#) | [DHS Systems & IT Updates](#) | [Fiscal Reporting & Accounting](#) | [Manuals](#) | [Policy Inquiries](#) | [Trainlink](#) | [Performance Management](#)

- ELICI
- MnCHOICES
- MN-ITS
- MAXIS resources
- MEC² resources
- MMIS resources
- PRISM resources
 - Publications
 - Support/Contact Info
- SIR
- SMI
- SSIS resources

> [DHS Systems and IT Updates](#) > [PRISM resources](#) > [Publications](#)

Minnesota's State and County child support community

Publications

- [Child Support Desk Reference \(PDF\)](#)
- [County Performance Analysis Tool \(CPAT\) - New](#)
- [Strategic Plan 2008 – 2012 \(PDF\)](#)
- [Strategic Plan Poster \(PDF\)](#)

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DHS-SIR



DHS-SIR

BlueZone Scripts | ISDS-SMRT | MAXIS | MEC² | MMIS | **PRISM** | SMI | SSIS | Help

Search →

DHS-SIR > PRISM > Documentation > **Reports and Resources**

- Arrears Management
- Prevention Policy
- Cooperative Agreement
- Data Reliability Audit
- Direct Deposit
- Document Templates
- Excess Support
- Federal Annual Fee
- Guidelines
- OCSE Federal Audit
- Order Modification Grant
- Project
- Performance Resources
- Promising Practices
- Quadrennial Review
- Reports and Resources**
- Data Warehouse Requests
- Self-Assessment Review
- Strategic Plan
- Suppression Audio
- Conference
- Training Home Page
- Training Materials

CPAT Reports

The link to the County Performance Analysis Tool (CPAT); [County Performance Analysis Tool \(CPAT\)](#).

CPAT Reports Document Library

Type	Name	Publish date
	User instructions for CPAT Web Reports	12/30/2013
	4155 CPAT Reports Conversion	3/4/2011
	4117 CPAT Report Conversions	1/10/2011
	4113 CPAT Reports Conversion	1/4/2011
	4105 CPAT Reports Conversion	12/20/2010

Initial Logon Screen for CPAT Web Reports

The screenshot shows the SAP BusinessObjects login interface. At the top right is the SAP BusinessObjects logo. Below it, the text "Log On to InfoView" is on the left and "Change Password" is on the right. A central instruction reads: "Enter your user information and click Log On. (If you are unsure of your account information, contact your system administrator)". Below this are two input fields: "User Name:" and "Password:". A "Log On" button is positioned below the fields. A "Help" link is in the bottom right corner. Three red callout boxes provide instructions: one pointing to the User Name field with the text "Enter account ID, for example 'X12... or PW...'", one pointing to the Password field with the text "Enter password assigned by DHS SSAM or County Liaison", and one pointing to the Log On button with the text "Click 'Log On' when ready".

SAP BusinessObjects

Log On to InfoView | [Change Password](#)

Enter your user information and click Log On.
(If you are unsure of your account information, contact your system administrator)

User Name:

Password:

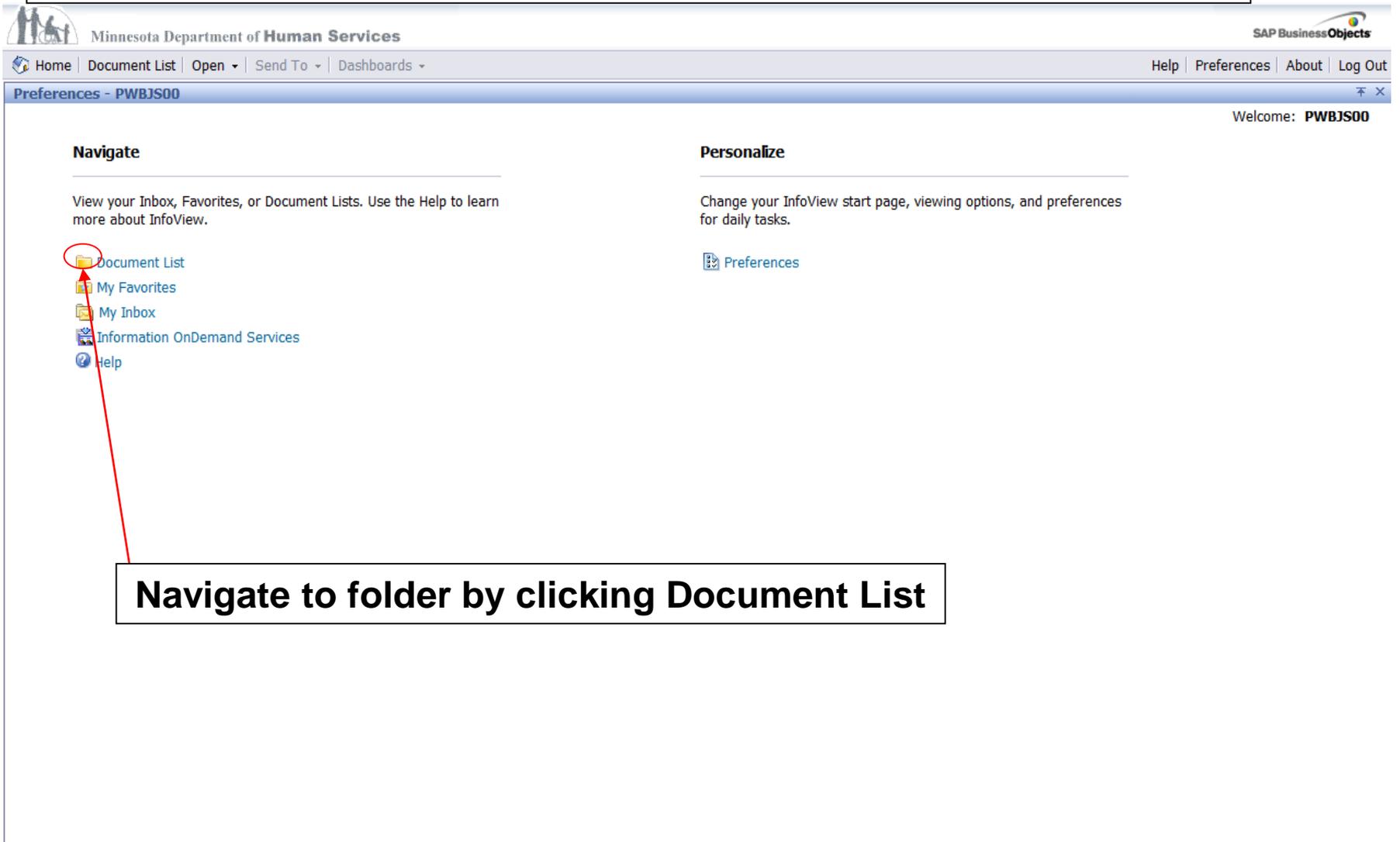
[Help](#)

Enter account ID,
for example
"X12... or PW..."

Enter password
assigned by DHS
SSAM or County
Liaison

Click "Log On" when ready

Depending on your preferences, your home page will look like this



The screenshot displays the SAP BusinessObjects user interface. At the top left, the logo for the Minnesota Department of Human Services is visible. The top right corner features the SAP BusinessObjects logo and a navigation menu with links for Home, Document List, Open, Send To, Dashboards, Help, Preferences, About, and Log Out. Below the navigation bar, the browser title bar reads "Preferences - PWBJS00". The main content area is divided into two columns: "Navigate" and "Personalize". The "Navigate" column contains a list of links: Document List, My Favorites, My Inbox, Information OnDemand Services, and Help. The "Document List" link is circled in red, and a red arrow points from this circle to a text box at the bottom of the page. The "Personalize" column contains a link for Preferences. The bottom right corner of the page displays "Welcome: PWBJS00".

Minnesota Department of **Human Services**

SAP BusinessObjects

Home | Document List | Open | Send To | Dashboards | Help | Preferences | About | Log Out

Preferences - PWBJS00

Welcome: **PWBJS00**

Navigate

View your Inbox, Favorites, or Document Lists. Use the Help to learn more about InfoView.

- Document List
- My Favorites
- My Inbox
- Information OnDemand Services
- Help

Personalize

Change your InfoView start page, viewing options, and preferences for daily tasks.

- Preferences

Navigate to folder by clicking Document List

Document List opens a Group Tree of report folder on left pane

The screenshot displays the SAP BusinessObjects Document List interface for the Minnesota Department of Human Services. The left pane shows a group tree with folders like 'My Favorites', 'Inbox', 'Public Folders', 'AIS Reports', 'CSED', 'CPAT', 'DWH Reports', 'FIDM-Payments', and 'Pathlore'. A red circle highlights the 'CPAT' folder, and a red arrow points to it from the text below. The right pane shows a table of reports with columns for Title, Last Run, Type, Owner, and Instances.

Title ^	Last Run	Type	Owner	Instances
Annual Reports		Folder	Administrator	
Monthly/Quarterly Reports		Folder	Administrator	

Navigate to folder by clicking to expand subfolders

Double click on report name to run report

The screenshot displays the SAP BusinessObjects interface for the Minnesota Department of Human Services. The main window shows a list of reports with the following columns: Title, Last Run, Type, Owner, and Instances. The report 'Federal Performance Measures.rpt' is highlighted with a red circle, and a red arrow points to it from the instruction above.

Title ^	Last Run	Type	Owner	Instances
Federal Performance All Measures Summary.rpt		Crystal Report	Administrator	0
Federal Performance All Measures.rpt		Crystal Report	Administrator	0
Federal Performance Measures Summary.rpt		Crystal Report	Administrator	0
Federal Performance Measures.rpt		Crystal Report	Administrator	0

Select report parameters then click OK to run

Minnesota Department of Human Services

SAP BusinessObjects

Home | Document List | Open | Send To | Dashboards | Help | Preferences | About | Log Out

View - Federal Performance Measures.rpt

Enter prompt values.

Select County: County

...

Select Measure: Measure

...

Select Year: Year

...

Select Month: Month

...

OK

Crystal Report is generated

Minnesota Department of Human Services

Child Support Enforcement Division
County Performance Assessment Tool (CPAT)

001 AITKIN
Support Order Establishment Measure
Performance Period: November 2013

State Totals	Current Year			Open Cases w/Order	Previous Year			
	% Score	% Ratio	Open Cases		% Score	% Ratio	Open Cases	
	100.00	86.30	244,833	211,292	100.00	86.40	244,519	211,267
County	% Score	% Ratio	Open Cases	Open Cases w/Order	% Score	% Ratio	Open Cases	Open Cases w/Order
001	100.00	91.30	862	787	100.00	93.49	830	776
Team	% Ratio		Open Cases	Open Cases w/Order	% Ratio		Open Cases	Open Cases w/Order
001001AAA	0.00		0	0	0.00		0	0
Worker	% Ratio		Open Cases	Open Cases w/Order	% Ratio		Open Cases	Open Cases w/Order
001001AAA01	0.00		0	0	0.00		0	0

Once report is finished running, the user can choose to print OR export to a different file format, such as Adobe PDF or Excel, by clicking the appropriate “print”(1) or “export”(2) icon in toolbar

If exporting, select a file format for export and follow loading instructions

**Child Support Enforcement Division
County Performance Assessment Tool (CPAT)**

001 AITKIN
Support Order Establishment Measure
Performance Period: November 2013

	Current Year		Previous Year	
	% Score	Open Cases	% Score	Open Cases
State Totals	100.0	292	100.00	244,519
County	% Score	Open Cases	% Score	Open Cases
001	100.0	787	100.00	830
Team		Open Cases	% Ratio	Open Cases
001001AAA		0	0.00	0
Worker		Cases	% Ratio	Open Cases
001001AAA01		0	0.00	0

Note: If exporting to another file format, be sure to select a format that your PC supports; for example, not all PCs have Crystal Reports, but most have Adobe Reader and Microsoft Office tools such as Word or Excel

Changing report parameters

View - Federal Performance Measures.rpt

Parameters Group Tree 1 / 1+ 100%

Main Report

Apply Delete

Select County: 001 - AITKIN

Select Measure: EST - Support Order

Select Year: 2013

Select Month: 11

Minnesota Department of Human Services

Child Support Enforcement Division

County Performance Assessment Tool (CPAT)

001 AITKIN

Support Order Establishment Measure

Performance Period: November 2013

	Current Year			Previous Year				
	% Score	% Ratio	Open Cases	Open Cases w/Order	% Score	% Ratio	Open Cases	Open Cases w/Order
State Totals	100.00	86.30	244,833	211,292	100.00	86.40	244,519	211,267
County								
001	100.00	91.30	862	787	100.00	93.49	830	776
Team		% Ratio	Open Cases	Open Cases w/Order	% Ratio	Open Cases	Open Cases w/Order	
001001AAA		0.00	0	0	0.00	0	0	
Worker		% Ratio	Open Cases	Open Cases w/Order	% Ratio	Open Cases	Open Cases w/Order	
001001AAA01		0.00	0	0	0.00	0	0	

Click the "refresh" button to change any or all of the report parameters

To close report and run a different one, close active window and choose a new report

Note: To show full-screen view of report, click on Group Tree box to hide grouping levels

County Performance Assessment Tool (CPAT)

001 AITKIN
Support Order Establishment Measure
Performance Period: November 2013

	Current Year			Previous Year				
	% Score	% Ratio	Open Cases	Open Cases w/Order	% Score	% Ratio	Open Cases	Open Cases w/Order
State Totals	100.00	86.30	244,833	211,292	100.00	86.40	244,519	211,267
County								
001	100.00	91.30	862	787	100.00	93.49	830	776
Team		% Ratio	Open Cases	Open Cases w/Order	% Ratio	Open Cases	Open Cases w/Order	
001001AAA		0.00	0	0	0.00	0	0	0
Worker		% Ratio	Open Cases	Open Cases w/Order	% Ratio	Open Cases	Open Cases w/Order	
001001AAA01		0.00	0	0	0.00	0	0	0

End of Navigation & Printing

- Questions?
- Please contact DHS System Security Access Management (SSAM) with access questions
- Access CPAT through County Link or DHS-SIR with proper access
- Navigation instructions available on DHS-SIR
- Thank you!

Social Service Fund and Reporting for the MFIP Consolidated Fund including Support Services, DWP and Under 200% of Poverty

The Social Service Fund consists of all agency Human Services financial activity supervised by DHS that is not Income Maintenance or in some rare cases Health. It may be an actual fund, a COFARS-style department within a human services fund, a combination of funds or departments, or merely a tabulation of specific cost and revenue centers.

At the agency level, social service funding can include any legitimate sources the agency desires. However, for purposes of comparability and report accuracy, DHS defines what agencies (counties) report to DHS (state) as the Social Service Fund.

Attachment B2 of the Social Service Fund Bulletin (15-32-07) shows a listing of Social Service Fund activities. MFIP services – including employment services, Supportive Work, Diversionary Work and related case management functions is shown on B3.

DHS Financial Operations Division (FOD) has identified three ways in which agencies could be “using” MFIP Consolidated Funds.

1. **Purchased Service.** If your county is contracting out your MFIP Employment Services (so you are paying an invoice and not using county staff) then you should be reporting the MFIP charges on the Social Service Fund Report on Line 1 – Contracted Services for Clients (Public Aid). Any dollars reported on this line will in turn be reported on the SEAGR report most likely under BRASS code 237 – Statewide MFIP Employment Services.
2. **Staff (agency) Provided.** If your agency has agency staff that performs MFIP Employment Services then you should be reporting the MFIP charges on the Social Service Fund Report on Line 2 – Payroll and Related Benefits (Personal Services). The MFIP related charges on this line should be picked up in SSIS under BRASS code 237 – Statewide MFIP Employment Services.

Although staff costs for these individuals are reported on Line 2 of the DHS-2556 Social Service Fund Report and they participate in the Social Service Time Study (SSTS) – there is no duplication of federal financial participation (FFP). The reason for this is that workers are instructed to select an activity code that ultimately excludes all of their costs, both direct and indirect, from being paid through the SSTS when they are performing activities related to Employment Services / MFIP Consolidated Fund.

Therefore, although the costs are correctly reported in two places, counties are only garnering federal reimbursement through the DHS-2902 process.

3. **Separate Agency Fund.** If your agency is recording Employment Services in a separate agency fund because you have a WorkForce Center or other county department that operates your employment services and are not accounting for it in the Social Service Fund, you must do a journal entry to report both the expenditures and the revenue that you receive from DHS to ensure that it gets included into your Social Service Fund. By not reporting your expenditures to the Social Service Fund you are overstating your Social Service revenues and understating your Social Service expenditures. (The reporting of both the expenditure and the revenues creates a 0 net effect on your reports.)

Northstar Care Fiscal Reconciliation

Instructions to access the Northstar Care Fiscal Reconciliation in SSIS Worker/Fiscal

1. There is a new security function that you may need assigned to your role
 - a. View Fiscal Recon
2. Northstar Care Fiscal Reconciliations now available under State Reports
 - a. Available under the Task Panel > State Reports > Northstar Care Fiscal Reconciliations
 - b. Available under Searches/Logs > State Reports > Northstar Care Fiscal Reconciliations
3. Each approved Northstar Care Fiscal Reconciliation displays in the grid, Select the Reconciliation you want to view in the grid
 - a. The header has the same basic framework as state reports and includes:
 - i. Reconciliation Period
 - ii. As of State Report Period
 - iii. Status & Status Date
 - iv. From & To Historical Periods
 - v. From & To Trend Periods
 - b. The agency output displays in Print Preview as a PDF
 - i. Information is display only

Hints for printing Northstar Care Fiscal Reconciliations:

- *Use the Print option from the PDF viewer toolbar, do not use the Print button on the SSIS Treeview toolbar*
- *The document currently defaults printing in portrait, change your printer settings to landscape for easier reading*